



Application Instructions Mitigation Bank Credit Request Form



Section 1. Applicant's Information

Enter your name, phone number(s), mailing address, and email address in 1a – 1e.

Section 2. Authorized Agent (if any)

If an attorney, consultant, or other authorized representative is completing this application, enter the authorized agent's name, phone number(s), mailing address, and email address in 2a – 2e.

Section 3. Project Location Information

- 3a. Enter the street address of the parcel(s) where the wetland impact will occur.
- 3b. Enter the City, State, and Zip Code of the parcel(s) where the wetland impact will occur.
- 3c. Enter all the Map and Tax Lot Numbers of the parcel(s) where the wetland impact will occur.
- 3d. Enter the name of the project or development.

Section 4. Wetland Mitigation Credit Request

- 4a. Enter the acres of wetlands that will be impacted by the project, rounded to the nearest hundredth acre (i.e., two decimal places).
- 4b. Enter the number of mitigation credits that you wish to purchase from the West Eugene Wetlands Mitigation Bank. Please note that mitigation ratios for projects within the West Eugene Wetlands Plan area established by Policy 4.17 in the West Eugene Wetlands Plan.
- 4c. Enter the date by which you want to purchase the credits.

Section 5. Required Documentation

In order for us to process your application, you must submit photocopies of the four documents listed.

Section 6. Application Verification

Sign and date the application.

Important Notes about Processing Applications

- 1. City staff will attempt to process the application within 3 business days of receiving a complete application. After processing the application, City staff will notify the Applicant or the Authorized Agent by phone or email about whether the Bank has enough available credits to service the request.
- 2. If credits are available, the requested credits will be reserved for the Applicant for up to 45 calendar days from the date the Applicant or Authorized Agent was notified about the availability of credits. If the 45-day period lapses and the Applicant or Authorized Agent has not purchased the credits, then the Bank may allocate those credits to other potential Bank customers that may be on a waiting list. If credits are not available, then the Applicant can

request to be put on a waiting list.

3. At any time within that 45-day period, the Applicant or Authorized Agent may purchase the credits by:
 - (a) delivering a check made payable to “City of Eugene” for the appropriate amount (see #5, below) to City staff at 1820 Roosevelt Blvd; and
 - (b) signing a one-page contract with the City of Eugene that verifies the purchase of the credits. If the Applicant or Authorized Agent does not purchase the credits within the 45-day period, the credits will no longer be reserved for the Applicant.
4. City of Eugene staff will provide copies of the signed contract to the Applicant, Authorized Agent, the Oregon Division of State Lands, and the U.S. Army Corps of Engineers as proof of mitigation credit purchase.
5. The Bank charges \$50,000 per credit*.
Example 1: 0.25 credits x \$50,000 = \$12,500
Example 2: 3.20 credits x \$50,000 = \$160,000

* The price per credit is subject to change, by Executive Order of the Public Works Director.

Mail your completed form to:

Dal Ollek
ATTN: Mitigation Bank Application
City of Eugene
1820 Roosevelt Blvd.
Eugene, OR 97402

Questions about the application can be directed to Dal Ollek, Mitigation Bank Coordinator, at 541-682-4928, or dal.s.ollek@ci.eugene.or.us. If Dal is not available, you may contact Eric Wold, Wetlands Program Supervisor, at 541-682-4888, or eric.n.wold@ci.eugene.or.us.